

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, SEPTEMBER 2, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of August 26, 2009
2. **REQUEST FOR PROVISIONAL APPOINTMENT** – Dalton Witt, Community Information Specialist
 - a. Communication from Phil T. Hester, Director of Parks, Recreation & Marine
 - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
3. **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE** – Kevin Untener, Superintendent of Gas Services to Gas Distribution Supervisor II
 - a. Communication from Christopher Garner, Director of Long Beach Gas & Oil
 - b. Communication from Kevin G. Untener, Acting Superintendent, Gas Services, Gas & Oil
 - c. Staff report prepared by Lourdes Ferrer, Personnel Analyst
4. **CHANGE IN EXAMINATION PLAN** – Parking Meter Technician
Staff report prepared by Deborah McCluster, Personnel Analyst
5. **EXAMINATION RESULTS**
Civil Engineering Assistant
Equipment Operator
Parking Meter Technician
6. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Civil Engineer (9/10/08, 10/1/08 & 3/25/09)
Civil Engineering Assistant (9/10/08 & 10/1/08)
7. **RETIREMENT** – Wesley Worrick/Special Services Officer III/Airport (20 yrs., 4 mos.)
8. **MANAGERS' REPORT**
9. **NEW BUSINESS**
10. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
AUGUST 26, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, August 26, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Mary Eme, Personnel Analyst, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of August 19, 2009, be approved with the amendments to items 5 & 13. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENT:** **RICARDO HERNANDEZ/EQUIPMENT OPERATOR
PUBLIC WORKS**

The Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Ricardo Hernandez, Equipment Operator, 75 days, until an eligible list is established. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the request to extend the provisional appointment for Ricardo Hernandez be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineer – 138 Applied, 32 Qualified
Garage Service Attendant – 66 Applied, 24 Qualified
Public Safety Dispatcher – 15 Applied, 15 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Capital Projects Coordinator (9/3/08, 9/17/08 & 10/1/08)
General Librarian (9/3/08 & 10/1/08)
Geologist
Payroll Specialist
Public Health Nutritionist (3/4/09 & 9/17/08)
Senior Civil Engineer (9/3/08)
Systems Technician (3/4/09 & 3/18/09)

RETIREMENTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Mark Armstrong/Engineering Aide II/Public Works
Ellis Spillman/Traffic Painter I/Public Works

TRANSFER:

**QUIANA MCCULLOUGH/CUSTOMER SERVICE
REPRESENTATIVE I/PUBLIC WORKS TO CUSTOMER
SERVICE REPRESENTATIVE II/FINANCIAL
MANAGEMENT**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that the City has scheduled six reduction in force meetings for employees, to inform them of the status of the budget situation and allow them to ask questions. She stated that David Wodynski, Manager, Budget and Performance Management Bureau, Financial Management

explains the situation of the City to the employees and Ken Walker, Manager of Personnel Operations, Human Resources explains the process to the employees.

Caprice McDonald, Personnel Analyst, informed the Commission that Sal Ambriz, Personnel Analyst, conducted the Equipment Operator's examination on Tuesday, August 25, 2009, which consisted of City employees only.

Melinda George, Deputy Director, thanked Caprice McDonald, Rob Pfingsthorn and Debbie McCluster, Personnel Analysts, for the excellent job they did acting on her behalf, in her absence.

The Secretary informed the Commission that on Monday, August 31, 2009, he would be addressing the Budget Oversight Committee to discuss the next Fire Recruit examination. He stated that this request is a result of the Fire Department indicating that they would have a training academy in January 2011.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS
Secretary

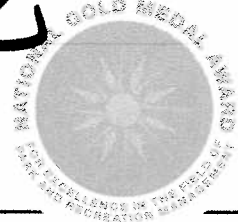
MRB:meh



Agenda Item No. **2**

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

www.LBParks.org

August 24, 2009

best in nation

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2009 AUG 25 AM 9:24
CIVIL SERVICE DEPT.

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting your approval to provisionally appoint Mr. Dalton Witt to the position of Community Information Specialist.

The Department of Parks, Recreation and Marine uses Internet webpages as one of the primary modes of communication with the public. Various websites provide for the registration of recreation classes, notification of special events and activities, and allow park patrons to reserve facilities. In addition, our websites are an important vehicle to meet revenue commitments. In the past, the Department's webpages have been engineered and maintained by a non-career Administrative Intern. It is now necessary that a full-time employee handle the Department's web design and maintenance.

Mr. Dalton Witt is currently the Department's Administrative Intern performing web design and maintenance duties and is an expert in the Department's information needs and requirements. Because Mr. Witt has been performing these duties for the last two years, the Department did not recruit for this provisional position. Requisitions PR09-46 and PR09-47 have been submitted to provisionally and permanently fill this position.

This request is in accordance with Section 43 of the Civil Service Rules and Regulations. Please contact Kenneth Campbell, Personnel Officer, at 570-3188, if you or your staff requires any further information regarding this request.

Sincerely,

Phil T. Hester
Director of Parks, Recreation and Marine

PTH:KC:jlr

cc: JC Squires, Manager – Business Operations

1 **DATE:** September 2, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Robert Pfingsthorn, Personnel Analyst
4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENT – DALTON WITT,**
5 **COMMUNITY INFORMATION SPECIALIST**

6 Correspondence has been received from Phil T. Hester, Director of Parks, Recreation
7 and Marine, requesting Civil Service Commission approval to provisionally appoint
8 Dalton Witt to the position of Community Information Specialist. Staff has reviewed the
9 request and recommends that the Commission authorize the provisional appointment
10 in accordance with Section 1.02 of the Civil Service Commission Policies and Article 5,
11 Section 43 of the Civil Service Rules and Regulations.

12 Facts for Consideration

- 13 • The most recent eligible list for Community Information Specialist expired on
14 June 26, 2008. There is no priority list for this classification.
- 15 • Requisition #PR09-46 to fill one vacancy on a provisional basis in the
16 Department of Parks, Recreation and Marine has been received and is on file in
17 the Civil Service Department.
- 18 • Mr. Witt meets the minimum requirements for Community Information Specialist.
19 As indicated in the letter accompanying the request, outreach efforts for the
20 provisional assignment were not conducted as Mr. Dalton has been performing
21 the duties for the last two years as an Administrative Intern.
- 22 • As indicated in the letter accompanying the request, the provisional appointment
23 is essential to support Parks, Recreation, and Marine's web design and
24 maintenance efforts. The websites provide information to the public and assist
25 in meeting revenue commitments.

- Mr. Dalton will be required to successfully complete the examination process and be reachable on the eligible list before he is considered for a permanent position as a Community Information Specialist. He has been advised of the terms and conditions of the provisional appointment and has agreed to abide by them.

A representative from the Department of Parks, Recreation and Marine will be present to respond to any questions from the Commission.

RFP

PROVISIONAL APPOINTMENT (WITT, 9-2-09).DOC



DEPARTMENT

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2009 AUG 24 AM 11:55


CIVIL SERVICE DEPT.

M E M O R A N D U M

Working Together To Serve

Date: September 2, 2009

To: Civil Service Commission

From: Christopher J. Garner, Director of Long Beach Gas and Oil 

Subject: **REQUEST TO REVERT TO CLASSIFIED SERVICE- KEVIN UNTENER**

The Long Beach Gas and Oil Department (LBGO) respectfully requests the Commission's approval to revert Mr. Kevin Untener back to his previous classified position of Gas Distribution Supervisor II. The Department has submitted requisition GO 09-27 for this reversion.

On January 10, 2009, Mr. Untener was appointed Acting Superintendent of Gas Services Bureau as part of the Department's training and development program. He is the last Gas Distribution Supervisor II to be rotated to the position. Mr. Untener has successfully completed his turn in the training and development rotation program. To complete the program, the Department is now in the process of requesting the City Manager to fill the Superintendent of Gas Services position on a permanent basis.

Attached is a letter from Mr. Untener requesting reversion to the Gas Distribution Supervisor classification.

Should you have any questions or require further information, please contact Lennie Arazo, Administrative Officer, at 570-3925.

Your consideration of this request will be highly appreciated.

CJG:LDA:jf
Attachment

cc: Lennie Arazo, Administrative Officer
Curtis Henderson, Manager, Business Operations & Oil Operations
Joan Collier, Manager, Gas Services Bureau
Kevin Untener, Gas Distribution Supervisor II



September 2, 2009

Long Beach Civil Service Commission
333 West Ocean Blvd. 7th Floor
Long Beach, CA 90802

SUBJECT: REQUEST TO REVERT TO CLASSIFIED SERVICE

Dear Commission Members:

Pursuant to Section 69 of the Civil Service Rules and Regulations, the Commissions approval is respectfully requested to permit me to revert to my previously held classified position of Gas Distribution Supervisor (GDS) II effective September 5, 2009.

On January 10, 2009, I was promoted to an Acting Superintendent – Operations position in the Long Beach Gas & Oil (LBGO) Department. I understood the promotion was temporary and for a period of approximately six months. The purpose of the temporary appointment was for education, training and growth opportunities.

Further, it was understood that once my six-month rotation has concluded, the rotation program would be ceased and all available candidates would be able to compete in an open hiring process if the position was to be filled on a permanent basis.

I will be available at the September 2, 2009, Commission meeting should the Commission have any questions. Thank you in advance for your attention to this request.

Sincerely,

Kevin G. Untener
Acting Superintendent - Operations

KGU/kgu

1 **DATE:** September 2, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST TO TRANSFER FROM UNCLASSIFIED SERVICE TO**
5 **CLASSIFIED SERVICE — KEVIN UNTENER, ACTING**
6 **SUPERINTENDENT – OPERATIONS, LONG BEACH GAS AND OIL**
7 **DEPARTMENT**

8 Correspondence has been received from both Christopher J. Garner, Director of Long
9 Beach and Oil, and Kevin Untener, Acting Superintendent – Operations, requesting
10 Civil Service Commission approval to transfer Mr. Untener from his current
11 unclassified position of Superintendent – Operations to his former classified position of
12 Gas Distribution Supervisor in the classified service. Staff has reviewed this request
13 and recommends approval in accordance with Section 69 of the Civil Service Rules
14 and Regulations.

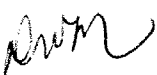
14 **Facts for Consideration:**

- 15 • Mr. Untener was first hired as a Gas Field Service Representative with the City on
16 March 14, 1988 and attained permanent status on September 14, 1988. He was
17 selected from the Gas Orifice Meter Technician eligibility list on August 29, 1998
18 and attained permanent status on March 26, 1999; the classification was
19 subsequently renamed Gas Construction Technician. On November 20, 2004, Mr.
20 Untener was selected from the Gas Distribution Supervisor eligible list and attained
21 permanent status on June 17, 2005.
- 22 • On January 10, 2009, Mr. Untener accepted a position in the unclassified service as
23 Superintendent – Operations in the Gas Services Bureau, with the understanding
24 that this would be a temporary appointment to allow him the opportunity for
25 professional development and to train for the higher-level position.

- At this time, as agreed by the Long Beach Gas and Oil Department and Mr. Untener, Mr. Untener is requesting to return to his former classification as a Gas Distribution Supervisor.
- With Mr. Untender's return to classified service, the Department's training and development program will have completed all scheduled rotations. The Department is now in the process of requesting the City Manager fill the Superintendent of Gas Services position on a permanent basis.
- Requisition # GO 09-27 has been received in the Civil Service Department and is available to accommodate Mr. Untener's return to the classified service as a Gas Distribution Supervisor in the Gas Services Bureau.

Staff recommends the approval of this request. A representative from the Long Beach Gas and Oil Department will be present to respond to any questions from the Commission.

LF TRANSFER FROM UNCLASS TO CLASS 9.2.09 (GO: UNTENER)

1 **DATE:** September 2, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Deborah W. McCluster, Personnel Analyst 
4 **SUBJECT: REQUEST FOR CHANGE OF EXAMINATION PLAN – PARKING**
5 **METER TECHNICIAN**

6 The Civil Service Commission approved the bulletin for Parking Meter Technician on
7 August 12, 2009. This classification is used in the Department of Public Works – Traffic
8 Operations Division. There is currently one vacancy in the aforementioned department.
9

10 Applications were available from August 14 through August 21, 2009. Recruitment for
11 this position included local outreach, posting the job opportunity bulletin on-line and
12 sending the information to all departments throughout the City.
13

14 During the filing period 154 applications were received for the Parking Meter Technician
15 position. Only two candidates met the minimum requirements to file and the remaining
16 152 candidates did not meet the minimum requirements to perform the duties of the
17 position.
18

19 As stated in Section 27 of the Civil Service Rules and Regulations, the minimum
20 number of names certified shall be four plus the number of vacancies. In this case,
21 there is one vacancy, with two qualified candidates. As a result, the department will be
22 entitled to both names. Therefore, no useful purpose would be served by further
23 testing. Therefore, staff recommends that the examination be changed from an Oral
24 Interview weighted at 100% to a qualifying application and supplemental application.
25

1 The Public Works Department was apprised of the proposed change in examination
2 plan and concurs with staff's recommendation. Staff is available to answer any
3 questions from the Civil Service Commission.
4

5 **DWM**

6 Request for Change in Exam Plan – PMT 2009
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